

***Idaho's Comprehensive Needs Assessment
Community Input Timeline***

Action Item	Deadline
Goal teams will review sample staff/student/parent surveys downloaded onto Basecamp. Suggestions regarding additional items to be added or deleted or any suggestions for improvement will be communicated through Basecamp to NWREL.	November 21, 2008
NWREL will post a draft of staff/student/parent surveys to Basecamp reflecting the comments of the Goal Teams.	December 12, 2008
Goal teams will review and comment on the drafts of staff/student/parent surveys via Basecamp. NWREL will finalize the surveys based on comments.	December 19, 2008
Online staff and student surveys will go live. NWREL will manage online survey process.	January 7, 2009
School staff, Migrant students, and Migrant parents will complete surveys. (see below for description of this process)	February 23, 2008

MEP Director

- Inform and invite superintendents, principals, and Migrant program directors of importance of community input to the Comprehensive Needs Assessment
- Forward instructions of staff survey to building principals. Building principals will then forward them to building staff to complete online. NWREL will manage results.
- Forward instructions of student and parent survey to Migrant Program Directors. Both surveys will be translated and student survey will be online. Parent meetings will be encouraged to obtain maximum participation of Migrant parents.